



CITY OF LAS VEGAS
1700 North Grand Avenue
Las Vegas, New Mexico 87701
Phone: (505) 454-1401 Fax: (505) 454-8027

PURCHASE ORDER

PO Number: 220775

Date: 10/15/2021

Request #: 291003

Vendor #: 00244

ISSUED TO: HIGHLANDS WRECKER SERVICE
3219 N 7TH ST
LAS VEGAS, NM 87701

SHIP TO: City of Las Vegas
Attn: Utilities Department
905 12th Street
Las Vegas, NM 87701

Vendor Fax #: (505) 425-3481

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	TAX EMERGENCY 13-1-127	19.22		630-0000-610-7408	19.22
2	1	WRECKER SERVICE	140.00		630-0000-610-7408	140.00
3	1	LABOR AT SCENE	75.00		630-0000-610-7408	75.00
4	5	DEADHEAD MILES	2.75		630-0000-610-7408	13.75

DEPARTMENT ORDER

Approved By:

Date:

10/18/2021

SUBTOTAL:	247.97
TAX:	0.00
SHIPPING:	0.00
TOTAL	247.97

1. Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The City is exempt from all federal excise and state tax - ID# 85-6000149

Finance Dept. (505) 454-1401 FAX (505) 454-8027

STATE OF NEW MEXICO EMERGENCY DETERMINATION FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. The functioning of government;
2. The preservation or protection of property; or
3. The health or safety of any person.

I. Name of **Agency: City Of Las Vegas**

Agency Chief Procurement Officer: Helen Vigil

Telephone Number: 505-454-1401

II. Name of Contractor: Highlands Wrecker
Service, LLC

Address of contractor: 3219 7th street

LAS VEGAS, NEW MEXICO 87701

Amount of prospective contract: \$247.97

Term of prospective contract: 1 time purchase

III. Please thoroughly list the services (scope of work), construction or items of tangible personal

property of the contract:
Emergency wrecker service

IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition

Utilized in compliance with NMSA 1978, Section 13-1-127.

On an emergency call the packer truck was sunk in the mud behind alley of Douglas Avenue due to weather

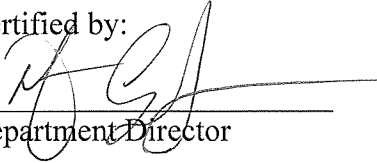
V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

Be more cautious when driving and due to weather conditions it was something that could not be predicted.

VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

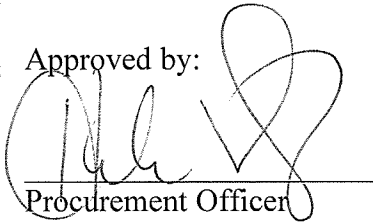
Be more vigilant and cautious

Certified by:


Department Director

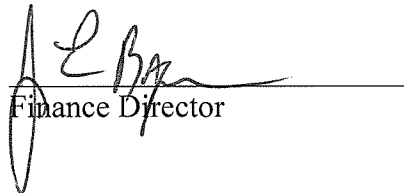
Date: 10/15/21

Approved by:


Procurement Officer

Date 10/15/2021

APPROVED


Finance Director

Date 10-18-21

CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.:

291003

REQUIREMENTS

CHECK APPROPRIATE BOX

DATE:

10/15/21

PURCHASES UNDER RESOLUTION #14-18 STATE PROCUREMENT CODE:

- ☐ \$0 TO \$19,999.99 Best Obtainable Price; Requires 3 telephoned, written, faxed or e-mailed quotes;
- ☐ \$20,000.00 TO \$59,999.99 Requires 3 written and signed quotes; (Goods or services)
- ☐ \$60,000.00 AND OVER Formal Process (Requires RFQ, RFP, RFB, etc.)

☐ BID NO.: _____ - _____ AWARDED: ____/____/____; CONTRACT NO.: _____

(RECORD BID NUMBER, AWARDED DATE, AND CONTRACT NUMBER ABOVE)

☐ SPD CONTRACT; SPD NO.: _____ EXPIRES: ____/____/____.

☐ EXEMPT PURCHASE; Provide Section No. _____.

☐ GSA CONTRACT; GSA NO.: _____ - _____ EXPIRES: ____/____/____.

☐ PROFESSIONAL SERVICES; _____

☐ SOLE SOURCE: REQUIRES DETERMINATION AND MUST BE POSTED ON CLV WEBSITE FOR 30 DAYS
PRIOR TO PROCURING GOODS AND/OR SERVICES.

☐ OTHER CITY CONTRACT: NO: _____ EXPIRES ____/____/____

☒ EMERGENCY; _____ SECTIONS 13-1-127 STATE PROCUREMENT CODE

STATEMENT OF NEED: (Must Complete)

Need to pay for emergency towing

IN COMPLIANCE WITH THE PROCUREMENT CODE #14-18 THE FOLLOWING QUOTES WERE OBTAINED

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED

(If needed, attach additional quote documentation to this requisition)

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
	1	ea	Wrecker service	140.00	140.00
	5	ea	Dead head miles	2.75	13.75
	1	ea	Labor at scene	75.00	75.00
	1	ea	Tax	19.22	19.22

VENDOR: Highlands wrecker

TOTAL: \$ 247.97

ADDRESS: 3209 7th St Las Vegas, NM

NM CRS NO.:

FEDERAL TAX NO.:

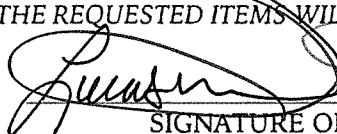
I CERTIFY THAT THIS PURCHASE IS NECESSARY AND THAT THE REQUESTED ITEMS WILL BE PURCHASED AT THE LOWEST BID OR BEST OBTAINABLE PRICE.

BUDGET \$ 282,000.00

EXPENDED TO DATE \$ 181,336.14

CURRENT EXPENSE \$ 247.97

BALANCE \$



SIGNATURE OF PERSON REQUESTING

630-0000-610-7408

FUND

DEPARTMENT

ACTIVITY

APPROVED BY: 

BUDGET AVAILABLE

YES: ☒NO: ☐

WHITE COPY: ACCOUNTS PAYABLE

YELLOW COPY: PURCHASING

PINK COPY: DEPARTMENT



City of Las Vegas

1700 N. Grand Avenue | Las Vegas, NM 87701 | T 505.454.1401 | lasvegasnm.gov

Mayor Louie A. Trujillo

To: Helen Vigil,
Purchasing/Inventory

Thru: 
Maria Gilvarry, Utilities Director

Fr: 
Lucas Marquez, SW Manager

Date: Friday October 15, 2021

RE: Emergency purchase order for Highlands Wrecker Services, LLC

On Wednesday October 13, 2021 at approximately 4:30 in the morning our front loader truck got stuck in the mud on route being that it was an emergency we had to call Highlands Wrecker to pull him out.

At this time I am requesting a P.O. to Highlands Wrecker Services, LLC. In the amount of \$247.97

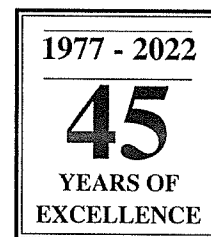
Should you have any further questions or require additional information, Please feel free to contact me at 426-0350

HIGHLANDS WRECKER SERVICE L.L.C.

3219 SEVENTH STREET
LAS VEGAS, NEW MEXICO 87701

"When you care enough to want the best"

(505) 425-8769



INVOICE # 50038

DATE 10-13-21

OWNER:

NAME: City of Las Vegas

ADDRESS: Solid Waste Dept.

CITY AND STATE:

TELEPHONE:

AUTHORIZED BY: City of LV - Solid Waste Dept.

VEHICLE LOCATION: Douglas/Lincoln / 7th / 8th (Alleyway)

VEHICLE:

YEAR: 91 COLOR: MILEAGE: 13746

MAKE: Pontiac MODEL: Compact

LICENSE #: 116636 STATE: NM

VIN# 31BPA6501X3111103511

CLASS: D

TOWED TO:

WRECKER SERVICE

ADDITIONAL MILES@ PER MILE

ADDITIONAL MILES@ PER MILE

DEADHEAD 5 MILES@ 2.75 PER MILE

LABOR AT SCENE:

EXTRA MAN LABOR:

OTHER SERVICES:

140.00

13.75

75.00

STORAGE: DAYS: PER DAY

R.O.# P.O.#

SUB-TOTAL 228.75

TAX 19.22

TOTAL 247.97

Charge

SIGNATURE: